

PERSONNEL COMMITTEE

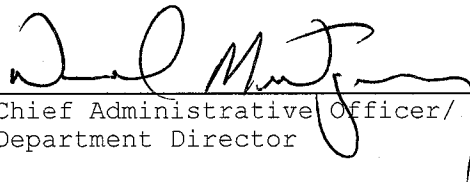
11-0018R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF OPERATIONS COORDINATOR, PARKS AND RECREATION DIVISION, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

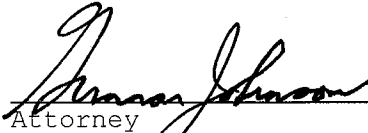
RESOLVED, that the proposed specifications for the new civil service classification of operations coordinator, parks and recreation division, which were approved by the civil service board on November 3, 2010, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its supervisory unit employees; and that pay range for said classification shall be Range 1070. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:




Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR TS.alo 1/3/2011

STATEMENT OF PURPOSE: In 2007, the city golf courses were no longer managed by the city of Duluth. The new classification has been assigned duties and responsibilities throughout the parks and recreation division and has full responsibility for operations of and program coordination for the buildings, grounds and recreation facilities within the city of Duluth. The pay range negotiated for the classification is Range 1070, \$4,526 to \$5,522 per month.

OPERATIONS COORDINATOR, PARKS AND RECREATION DIVISION

PURPOSE: To coordinate and guide operations of the Division.

FUNCTIONAL AREAS: Under the direction of the Manager, Parks and Recreation:

1. Coordinate the operations of the Division, including buildings, grounds, recreational facilities, and athletic complexes.
 - * A. Negotiate and recommend terms of outside contractual services and agreements, and ensure the enforcement of the provisions within those agreements.
 - * B. Inspect and evaluate maintenance and preparation of sports and play areas, recreational facilities, and athletic complexes; coordinate with maintenance operations to resolve issues and/or concerns.
 - * C. Maintain scheduling calendar for all areas and coordinate schedules with other divisions, departments and customers to ensure smooth operations of the facilities; operate computer system for the purpose of facilities management.
 - * D. Respond to emergency calls to address issues at facilities as needed.
 - * E. Coordinate and administer special projects and programs, including adult and youth special league programs.
 - * F. Implement Special League budget, and determine appropriate facility usage fees, and ensure proper collection of such fees.
 - * G. Authorize purchase of equipment and supplies within established limits of authority.
 - * H. Maintain inter-divisional and -departmental communication.
 - * I. Perform the duties and responsibilities of Manager, Parks and Recreation in his/her absence, including supervisory responsibilities as requested.
 - * J. Keep informed of new developments and changing requirements affecting division operations.
2. Act as liaison between the Division and other City departments and divisions, outside agencies, and special Interest groups.
 - * A. Coordinate division activities with other City departments and divisions, outside agencies, organizations, and programs.
 - * B. Collaborate with citizen and other public groups and with federal, state, and local agencies to bring about effective operation and improvement of recreational facilities.
 - * C. Act as liaison to the community to interpret departmental and divisional objectives and to respond to citizen inquiries, requests, and complaints.
 - * D. Represent the division at City Council meetings and legislative hearings, and to public officials.
 - * E. Assist local athletic organizations, Chamber of Commerce, and others in promoting Duluth as a tournament site
 - * F. Respond to a variety of inquiries and complaints from citizens.
 - * G. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Possession of a B.A. degree in Recreation, Physical Education, or a related field plus three (3) years of experience organizing and directing recreational programs, including at least one (1) year of supervisory or managerial experience; or
- B. An acceptable combination of education and/or experience equaling five (5) years which demonstrates possession of the knowledge, skills, and abilities listed below, including at least one (1) year of supervisory or managerial experience.

License Requirements

- ◆ A. Possession of a regular Minnesota driver's license or privilege by the date of appointment and thereafter.

Knowledge Requirements

- ◆ A. Knowledge of recreational programming philosophy, trends, principles, and techniques.
- ◆ B. Knowledge of league rules, regulations, and procedures.
- ◆ C. Knowledge of budgeting and purchasing procedures.
- ◆ D. Knowledge of general safety practices and procedures.
- ◆ E. Knowledge of effective supervisory practices.

Skill Requirements

- ◆ A. Skill in communicating clearly, effectively and persuasively, both orally and in writing.
- ◆ B. Skill in developing and maintaining complex schedules.
- ◆ C. Skill in budget development and administration.

Ability Requirements

- ◆ A. Ability to establish and maintain effective working relationships with City departments and divisions, outside agencies, organizations, and programs
- ◆ B. Ability to plan, develop, operate, and evaluate a comprehensive recreation program.
- ◆ C. Ability to establish and maintain effective working relationships with public and private officials and others.
- ◆ D. Ability to evaluate maintenance and repair needs of buildings, grounds, fixtures, and equipment.
- ◆ E. Ability to exercise good judgment and to accept responsibility.
- ◆ F. Ability to effectively use computers and standard applications software.
- ◆ G. Ability to compose narrative reports and documents.

- ◆ H. Ability to make oral presentations to groups.

Physical Requirements

- ◆ A. Ability to transport oneself to, from, and around buildings, grounds, recreational facilities, and athletic complexes.
- B. Ability to lift up to 50 pounds and carry materials and equipment weighing up to 25 pounds frequently; Ability to occasionally lift and carry with others equipment weighing up to 100 pounds.
- C. Ability to occasionally push, pull, kneel, and stoop to prepare facilities and grounds for set up or inspection purposes.
- D. Ability to frequently sit when for extended periods.
- E. Ability to frequently speak and hear to exchange information.
- F. Ability to attend work on a regular basis.

* Essential functions of the position

- ◆ Job requirements necessary the first day of employment

Anlst: TS	Class:	Union: Supervisory	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC:

GOLF COURSE SUPERINTENDENT

PURPOSE:

Supervise others to create, maintain, and operate a golf course in a healthy, modern, and competitive state.

FUNCTIONAL AREAS:

1. Create, maintain, and operate a golf course in a healthy, modern, and competitive state.
 - * A. Create and maintain golf course putting greens, tees, fairways, roughs, bunkers, roads, ponds, streams, and related areas.
 - * B. Plant and maintain trees, grasses, and ornamental plantings, including fertilizing, mowing, irrigating, spraying, trimming, and composting.
 - * C. Inspect and treat plants and grasses for disease.
 - * D. Implement a maintenance program for cart paths, bridges, benches, signs, dams, spillways, ponds, and creeks.
 - * E. Supervise services provided to the golf course by contractors.
 - * F. Build and maintain automatic irrigation systems, pumps, and drainage systems.
 - * G. Plan and arrange the purchase and maintenance of equipment and supplies used in golf course maintenance.
 - * H. Inventory and supervise the proper use of chemicals used in golf course maintenance, including pesticides, herbicides, and fungicides.
 - * I. Respond to and resolve complaints made by golf course patrons.
2. Organize and direct the activities of assigned personnel.
 - * A. Determine priorities, assign work, and coordinate schedules of assigned personnel.
 - * B. Assist in the hiring, transfer, suspension, or discharge of assigned personnel.
 - * C. Hire, promote, transfer, suspend, or discharge seasonal personnel.
 - * D. Establish work standards and perform employee evaluations.
 - * E. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
 - * F. Train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.
 - * G. Recommend adjustments or other actions in employee grievances.
 - * H. Disseminate information to employees through bulletins and other means of communication.
 - * I. Maintain records and MSDS relating to the chemicals used on the golf course.

MINIMUM QUALIFICATIONS:

1. Education
 - † Completion of a two-year golf management program or equivalent.
2. Experience
 - † Two year's full-time equivalent experience in golf course management plus two year's experience in golf course maintenance.

3. Licenses

Ability to obtain and maintain a Minnesota Pesticide Applicator's License.

4. Knowledge

- † A. Extensive knowledge of turf grasses and other common golf course plants and their diseases and maintenance.
- † B. Extensive knowledge of soils and other landscape materials and their characteristics and uses.
- † C. Extensive knowledge of the equipment used in golf course maintenance and the operation and maintenance of that equipment.
- † D. Extensive knowledge of the chemicals used in golf course maintenance and their safe application.
- † E. Knowledge of landscape and golf course design.
- † F. Knowledge of the game of golf and the relation of course design and maintenance to the game.
- † G. Knowledge of automatic irrigation systems, pumps, and drainage systems and their maintenance.

5. Skills

- † A. Skill in supervising and motivating others.
- † B. Skill in maintaining turf grasses and other common golf course plants.
- † C. Skill in golf course and landscape maintenance.
- † D. Skill in maintaining irrigation and drainage systems.
- † E. Skill in personal relations with golf patrons, subordinates, and others.
- † F. Some skill in maintaining the equipment used in golf course maintenance.

6. Abilities

- † A. Ability to train others in their jobs.
- † B. Ability to lift up to 50 pounds unassisted.
- † C. Ability to move oneself about the golf course observing work and checking plants and grasses for less than optimum conditions.
- † D. Ability to diagnose causes of problems related to plants, grasses, and the equipment used in golf course maintenance.
- † E. Ability to communicate verbally and in writing.
- † F. Ability to perform budgetary math and to calculate chemical application rates.
- † G. Ability to transport oneself to, from, and around the City's golf courses and related facilities.
This is usually demonstrated by possession of a valid driver's license.

* Essential functions of the classification.

† Classification requirements necessary on the first day of employment.

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CC 19941212
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